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Bilingual PMO Support

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Job Information

Recruiter
Michael Page

Job ID
1558336

Industry
Software

Job Type
Contract

Location
Tokyo - 23 Wards

Salary
Based on hourly rate

Refreshed
September 17th, 2025 15:05

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

This role supports a global license compliance project by managing user systems, coordinating with international development teams, and facilitating project tasks and meetings. It's ideal for someone with strong English and Japanese communication skills, basic system development understanding, and experience in project support.

Client Details

A global tech-driven organization focused on strengthening governance around software license compliance across its entire group, including international operations. The team manages internal cost allocation and ensures proper user management through a centralized system, collaborating closely with overseas development teams and stakeholders to maintain transparency, efficiency, and compliance.

Description

- Support global license compliance projects by managing tasks, meetings, and stakeholder coordination across international teams.
- Facilitate communication between business users and overseas developers-no coding required.
- Lead project scheduling and progress tracking using web-based tools and Microsoft Excel/PowerPoint.
- Organize and support UAT activities, ensuring smooth internal testing and feedback collection.

- English and Japanese business-level required.

Job Offer

- Career growing environment
- Flat open minded working environment
- Global working environment

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Riko Ichio +81366276091.

Required Skills

- Bilingual communicator fluent in both English and Japanese, capable of facilitating meetings, summarizing requirements, and coordinating across global teams.
- Experienced project coordinator with a solid understanding of system development flows and hands-on experience using tools like Excel, PowerPoint, and web-based project/task management platforms.
- Detail-oriented and organized, able to manage schedules, track progress, and support UAT arrangements without needing a technical development background.
- Comfortable in cross-functional environments, bridging business and technical teams while ensuring smooth communication and task execution.
- Adaptable and proactive, with a background in project support, and ideally some exposure to agile, security, or procurement processes.

Company Description

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